SCC Website User's Manual

Login Procedure

1. Open **Internet Explorer** and key the following Web address: ***sccollege.edu*** and press ***Enter***.

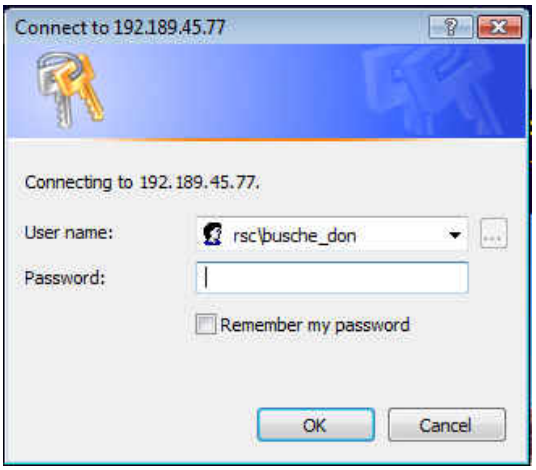
   The "new" SCC **Welcome Page** will display.

2. Click the **Faculty & Staff** link in the Quick Links listing in the left column.

   The Faculty & Staff welcome page displays as shown below.

3. Click the ***Sign In*** link in the upper right-hand area of the page (see arrow above).

   The **User Name** and **Password** prompt displays.



4. Enter the following:

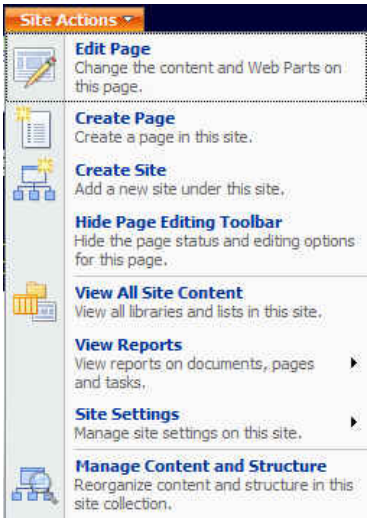
- User Name: **RSC\your user name** (You must key the letters "RSC" and a backslash "\" before your user name. Your user name is the same as you use to access your district e-mail account.
- Password: **password** (Use the same password that you use for your district e-mail account)

  *Note: user names are not case sensitive but passwords are**.***

5. Navigate the site to the page you wish to edit. You can use the **Quick Links** in the left column or you can key the name of the page in the search copy and click **Search**.

   The page you wish to edit should be displayed. All pages that you have permission to edit will have a blue **Site Actions** button and a "welcome" line to the left of it as shown below. (*Note: Your display window should show the page to which you have navigated, not the SCC main page as shown below.)*

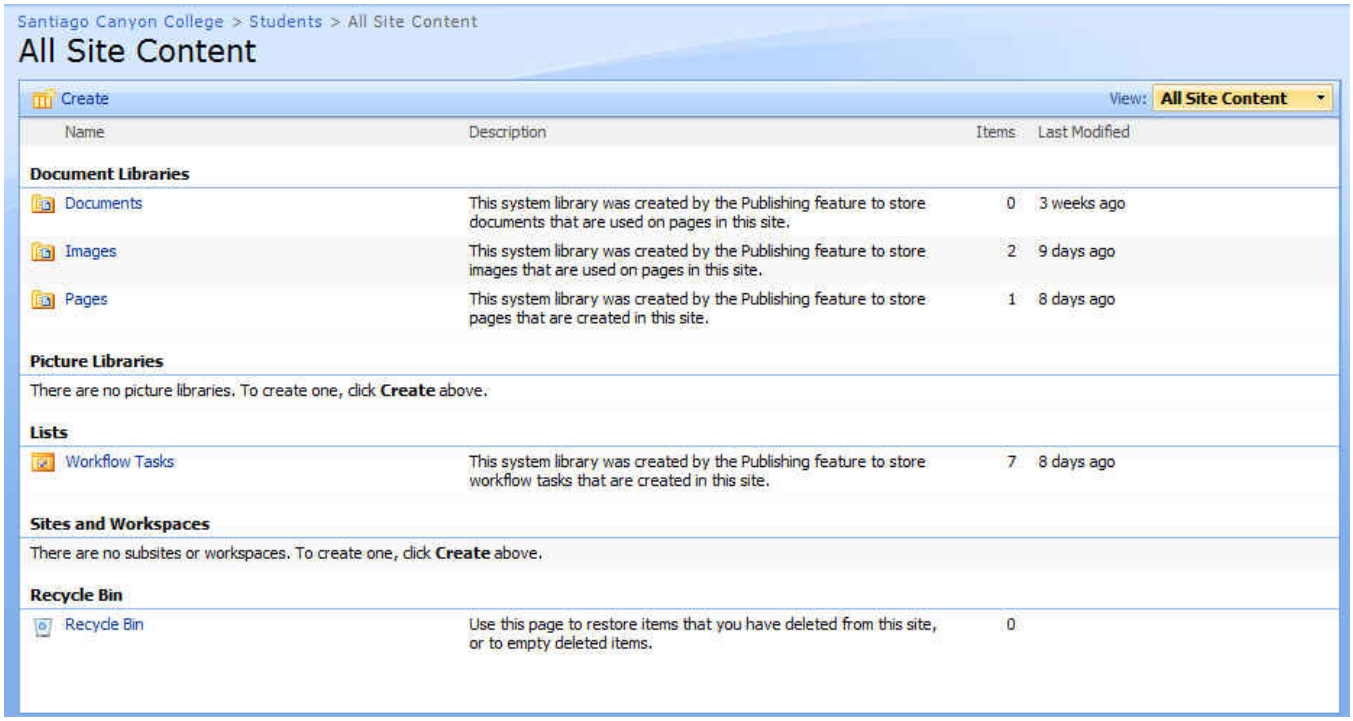
6. Click the **Site Actions** menu and review the options in the menu.


Site Actions
Edit Page
Change the content and Web Parts on this page.
Create Page
Create a page in this site.
Create Site
Add a new site under this site.
Hide Page Editing Toolbar
Hide the page status and editing options for this page.
View All Site Content
View all libraries and lists in this site.
View Reports
View reports on documents, pages and tasks.
Site Settings
Manage site settings on this site.
Manage Content and Structure
Reorganize content and structure in this site collection.

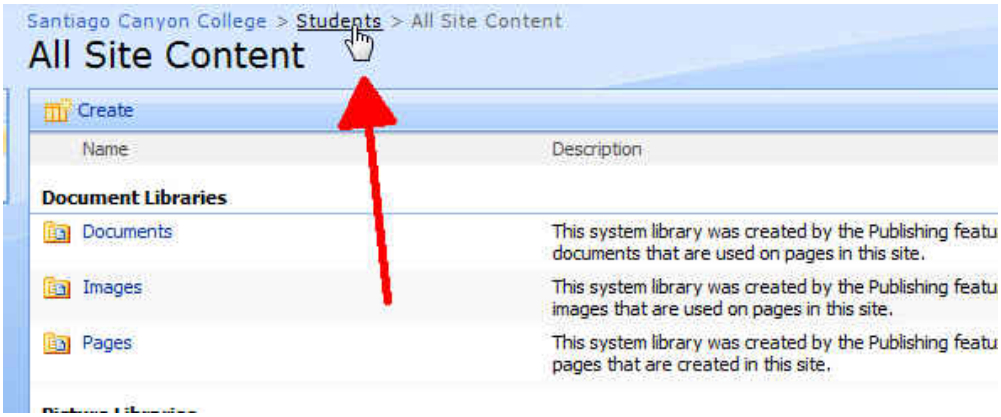
The Site Actions Menu

7. In the **Site Actions menu**, select the **View All Site Content** option.

   In the **All Site Content** area, notice you have links to a **Documents**, **Pages**, and **Images** folder. These are your site's Document Libraries.


Santiago Canyon College > Students > All Site Content
All Site Content
Create
View: All Site Content
Name
Description
Items
Last Modified
Document Libraries
Documents
This system library was created by the Publishing feature to store documents that are used on pages in this site.
0
3 weeks ago
Images
This system library was created by the Publishing feature to store images that are used on pages in this site.
2
9 days ago
Pages
This system library was created by the Publishing feature to store pages that are created in this site.
1
8 days ago
Picture Libraries
There are no picture libraries. To create one, click Create above.
Lists
Workflow Tasks
This system library was created by the Publishing feature to store workflow tasks that are created in this site.
7
8 days ago
Sites and Workspaces
There are no subsites or workspaces. To create one, click Create above.
Recycle Bin
Recycle Bin
Use this page to restore items that you have deleted from this site, or to empty deleted items.
0

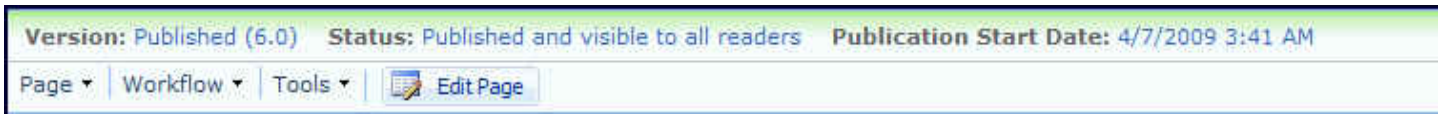
8. Click the **site name** to return to the site's **welcome page**. The site name is to the left of the "All Site Content" path name at the top of the pages. In the illustration below, the site name is "Students."


Santiago Canyon College > Students > All Site Content
All Site Content
Create
Name
Description
Document Libraries
Documents
This system library was created by the Publishing featu
documents that are used on pages in this site.
Images
This system library was created by the Publishing featu
images that are used on pages in this site.
Pages
This system library was created by the Publishing featu
pages that are created in this site.

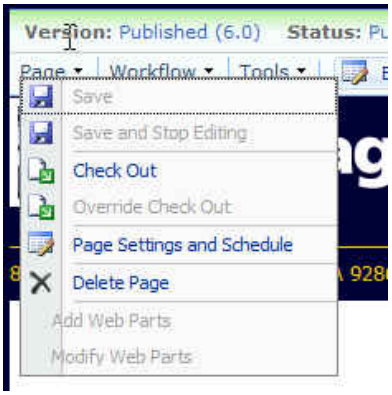
Exploring the Page Editing Toolbar

9. Click the **Site Action** menu and verify that **Hide Page Editing Toolbar** is listed. If Show Editing Toolbar is displayed, click it to show the toolbar. *Note: This menu item is a toggle which means that you turn on (show) or turn off (hide) the Editing Toolbar by clicking.*

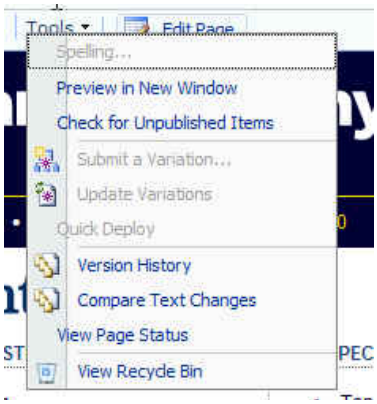
   The **Page Editing Toolbar** now appears at the top of your page.


Version: Published (6.0) Status: Published and visible to all readers Publication Start Date: 4/7/2009 3:41 AM
Page
Workflow
Tools
Edit Page

10. Click the **Page** menu on the **Page Editing Toolbar** and review the menu items.



11. Click the **Tools** menu on the **Page Editing Toolbar** and review its menu items.



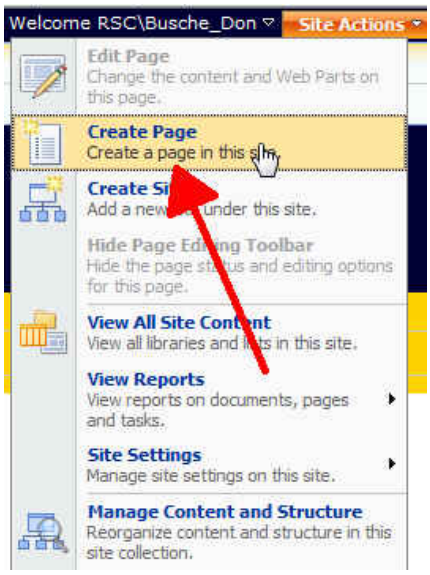
The Welcome (Default) Page

When a site is created**,** the first page of the Site, which is called the Welcome Page, is also created. The Welcome Page is a special page because it is the first page a visitor will see when they visit your site and; therefore, should not be deleted or renamed. As with all pages, the Welcome Page is stored in the Pages Document Library, which is accessed via the Site Actions menu View All Site Content option (which you explored above).

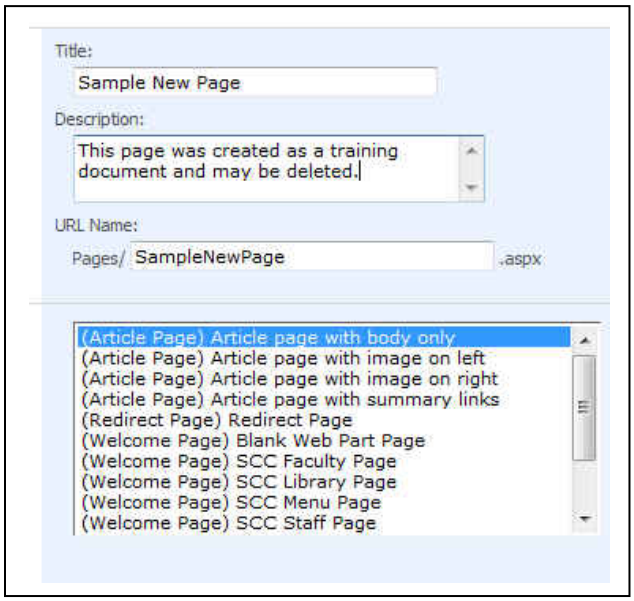
You use the **HTML Editor** to add and revise content on your pages. The HTML Editor gives you many text editing tools and is very similar to a word processor. You can also "copy" content from MS Word, Excel, and other programs and then "paste" the content into the HTML Editor. Most of the time, copy and paste procedures work well. However, sometimes minor or major reformatting of the pasted content is required in order for your content to look good.

Creating a New Page

1. Verify that you are in the site where you wish to create a new page.
2. In the **Site Actions** Menu, click the **Create Page** option.

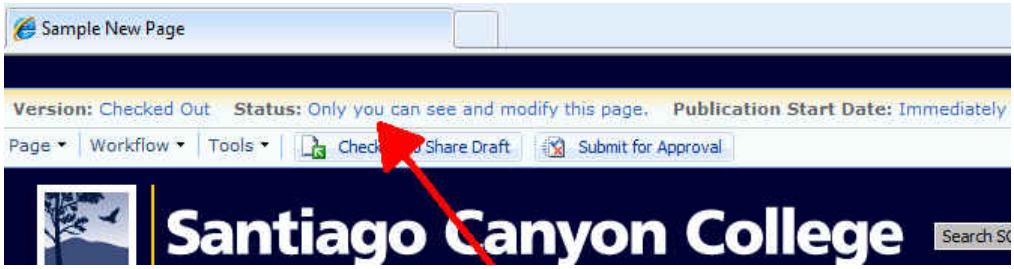

Welcome RSC\Busche_Don
Site Actions
Edit Page
Change the content and Web Parts on this page.
Create Page
Create a page in this site.
Add a new under this site.
Hide Page Editing Toolbar
for this page.
View All Site Content
View all libraries and lists in this site.
View Reports
View reports on documents, pages and tasks.
Site Settings
Manage site settings on this site.
Manage Content and Structure
Reorganize content and structure in this site collection.

3. On the **Create Page** form, key a Title and Description, and select a template type (see sample below.)


Title:
Sample New Page
Description:
This page was created as a training document and may be deleted.
URL Name:
Pages/ SampleNewPage .aspx
(Article Page) Article page with body only
(Article Page) Article page with image on left
(Article Page) Article page with image on right
(Article Page) Article page with summary links
(Redirect Page) Redirect Page
(Welcome Page) Blank Web Part Page
(Welcome Page) SCC Faculty Page
(Welcome Page) SCC Library Page
(Welcome Page) SCC Menu Page
(Welcome Page) SCC Staff Page

4. Click the **Create** button that appears at the bottom of the form.

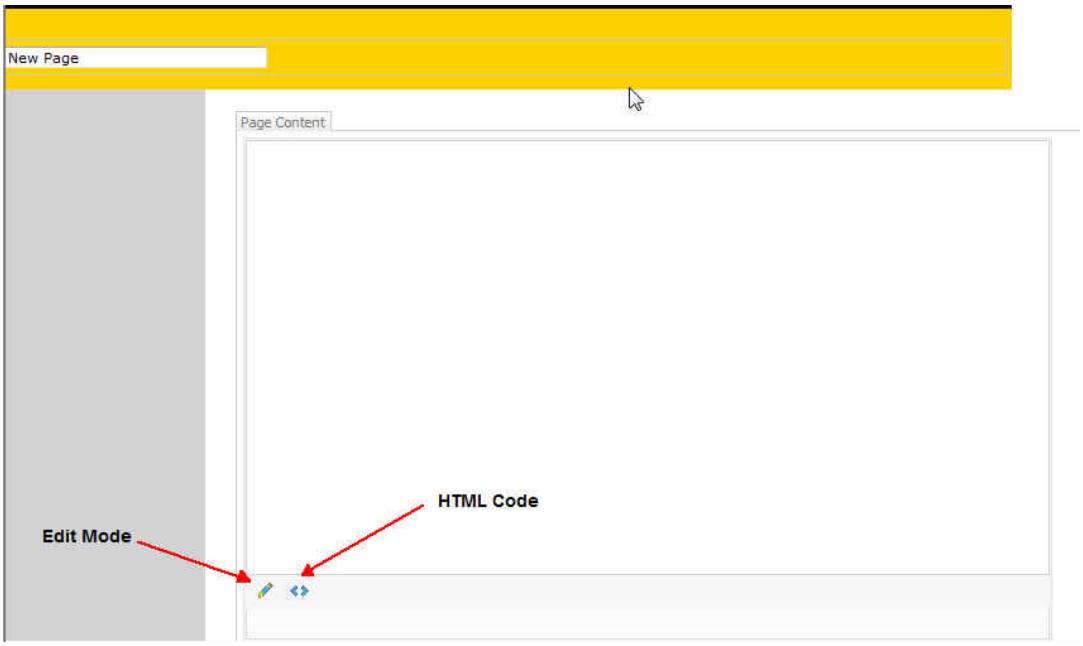
The page is created and is checked-out to you. You can verify this by looking at the **Page Editing Toolbar**. **Version** is set to **Checked Out** and the **Status** is set to "***Only you can see and modify this page***." The page is in Edit Page mode.


Sample New Page
Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately
Page Workflow Tools
Share Draft
Submit for Approval
Santiago Canyon College

*Note: When a page is **Checked Out**, the page cannot be edited by another person until you check the page in or approve the page for publishing*.

Adding Content to a Page

1. In the **Pencil** at the bottom of the **Page Content** area of the page to display the **HTML Editor Toolbar**.

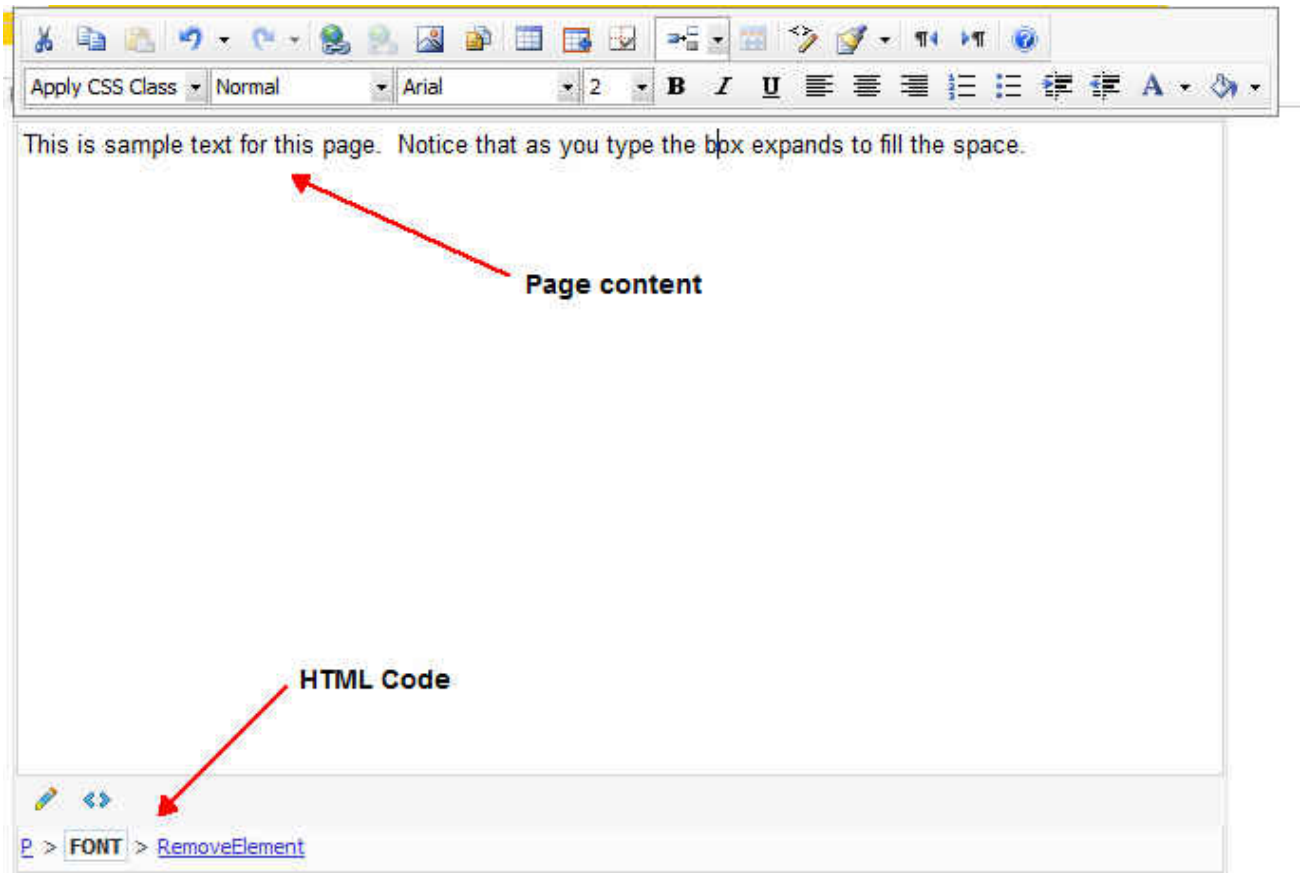


The HTML Editor Toolbar (see below) will display the top of the **Page Content** region.

2. Add content to the page:

   a. Position the cursor so that it is at the starting point of the Page Content area and key the following text:

   This is sample text for this page. Notice that as you type the box expands to fill the space.


Apply CSS Class
Normal
Arial
2
This is sample text for this page. Notice that as you type the box expands to fill the space.
Page content
HTML Code
P > FONT > RemoveElement

b. After keying the text, click on the **Spelling** option in the **Tools** menu of the **Page Editing Toolbar**. Run the spell check to ensure that there are no typos in the text that you keyed.

c. After the spell check is complete, click **OK** to continue.

5. Edit the text as following:

a. Using the mouse, highlight the first sentence, then in the **HTML Editor Toolbar**, click the font dropdown list and select **Arial**.

b. Click the "**undo**" icon on the **HTML Editor Toolbar** (the arrow curving to the left) to return the text to its former style.

c. Click the cursor some place in the first sentence, then in the **HTML Editor Toolbar**, click the **font size** dropdown list box and select the **6** option.

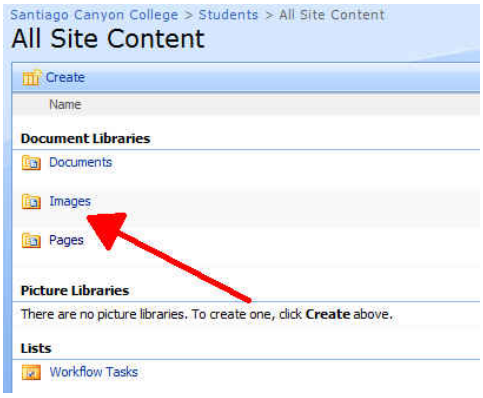
6. Save your changes by clicking the **Save and Stop Editing** option in the **Page** menu of the **Page Editing Toolbar.**

Uploading an Image into the Images Library

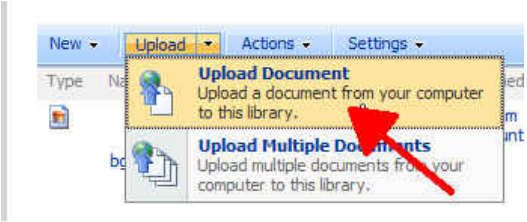
Before you can place an image on your webpage, you must upload the image into the **Images Library**.

1. Click the **Site Actions** menu and select **View All Site Content**.

2. Click the **Images** link that appears under **Documents Libraries**.



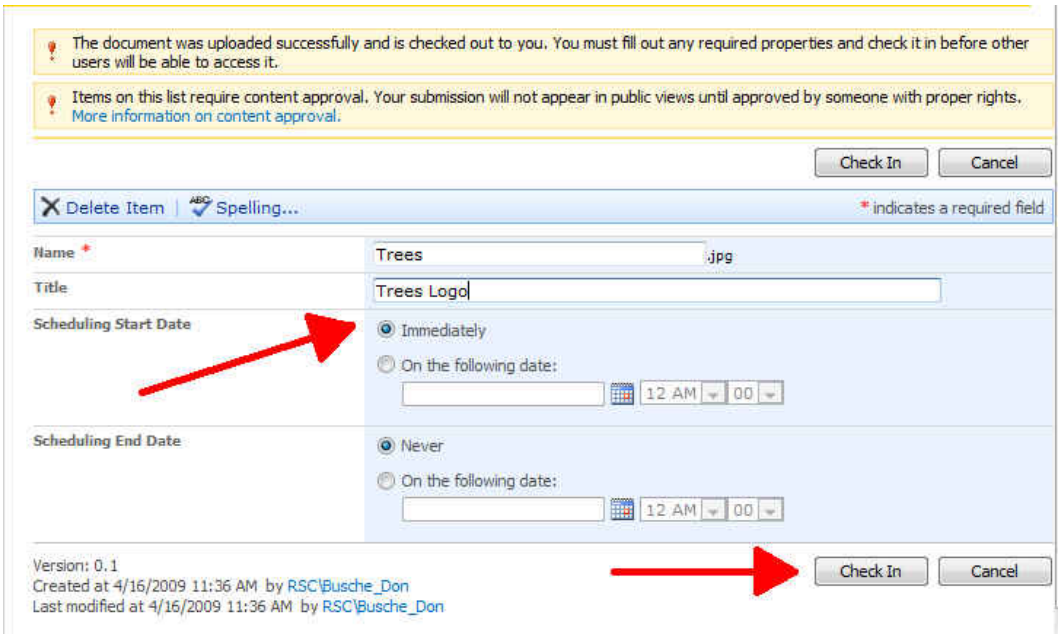
3. In the **Images Library** window that displays, select **Upload Document** in the Upload Menu.



4. In the **Upload Document** form that appears, click **Browse** and navigate to a graphic (image) file on your computer, then click **Open**.

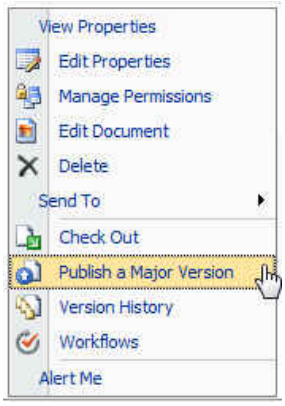
5. On the **Upload Document** form that appears, leave everything as it is and click **OK** to upload your image to the Images Library.

6. Date set to **Immediately** and **Scheduling End Date** set to Never. Click the **Check In** button. On the Images Properties form, key a title in the Title field. Leave the Scheduling Start


The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it.
Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.
More information on content approval.
Check In
Cancel
Delete Item
Spelling...
* indicates a required field
Name *
Trees
.jpg
Title
Trees Logo
Scheduling Start Date
Immediately
On the following date:
12 AM
00
Scheduling End Date
Never
On the following date:
12 AM
00
Version: 0.1
Created at 4/16/2009 11:36 AM by RSC\Busche_Don
Last modified at 4/16/2009 11:36 AM by RSC\Busche_Don
Check In
Cancel

You have successfully uploaded your image and checked it in. Now, you need to publish it so other authors in this site will have access to this image should they wish to use it.

7. In the **Images Library**, which appears after checking in your image, put your mouse over the name of the image you just uploaded, click the down arrow, then select **Publish a Major Version** from the menu that appears.

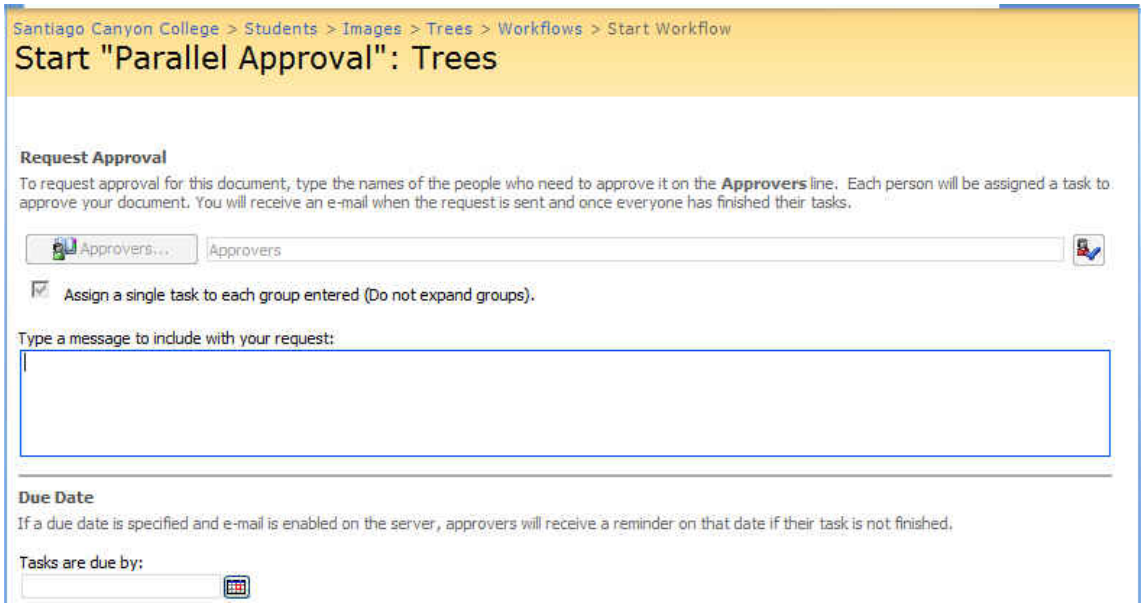


8. On the **Publish Major Version** form, leave the **Comments** field empty and click the **OK** button.

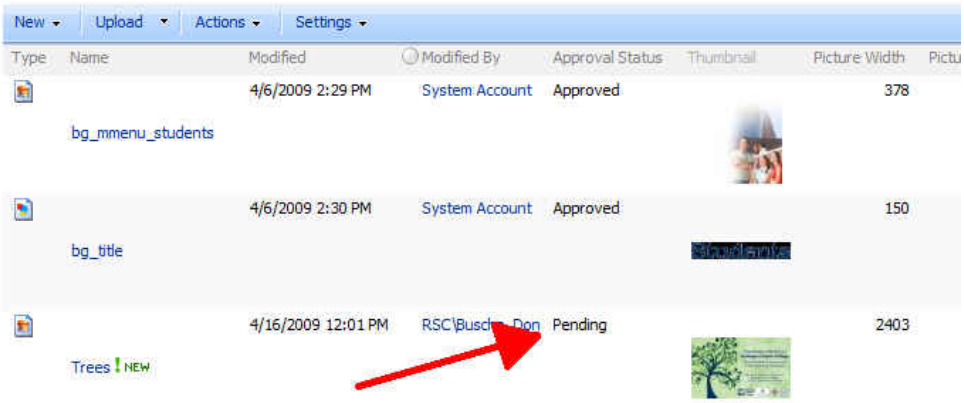
Santiago Canyon College > Students > Images > Trees > Check In
Publish Major Version
Use this page to publish the current version of this document.
Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissio
Comments
Type comments describing what has changed in this version.
Comments:
OK

9. On the **Start Parallel Approval** page, click the **Start** button, which appears at the bottom of the page.

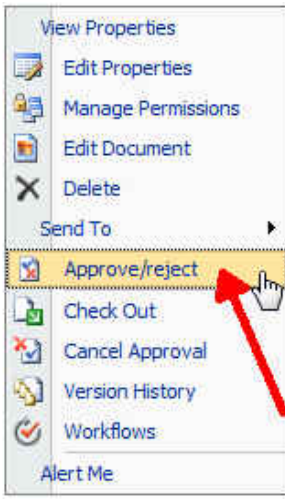
   Note: It is not necessary to key in a message and due date on this form during this training session. However, in the "real world" you may want to do this.


Santiago Canyon College > Students > Images > Trees > Workflows > Start Workflow
Start "Parallel Approval": Trees
Request Approval
To request approval for this document, type the names of the people who need to approve it on the Approvers line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.
Approvers...
Approvers
Assign a single task to each group entered (Do not expand groups).
Type a message to include with your request:
Due Date
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.
Tasks are due by:

10. After clicking the **Start** button, you will be redirected to the **Images Library**. Notice the status of your image is now set to Pending.



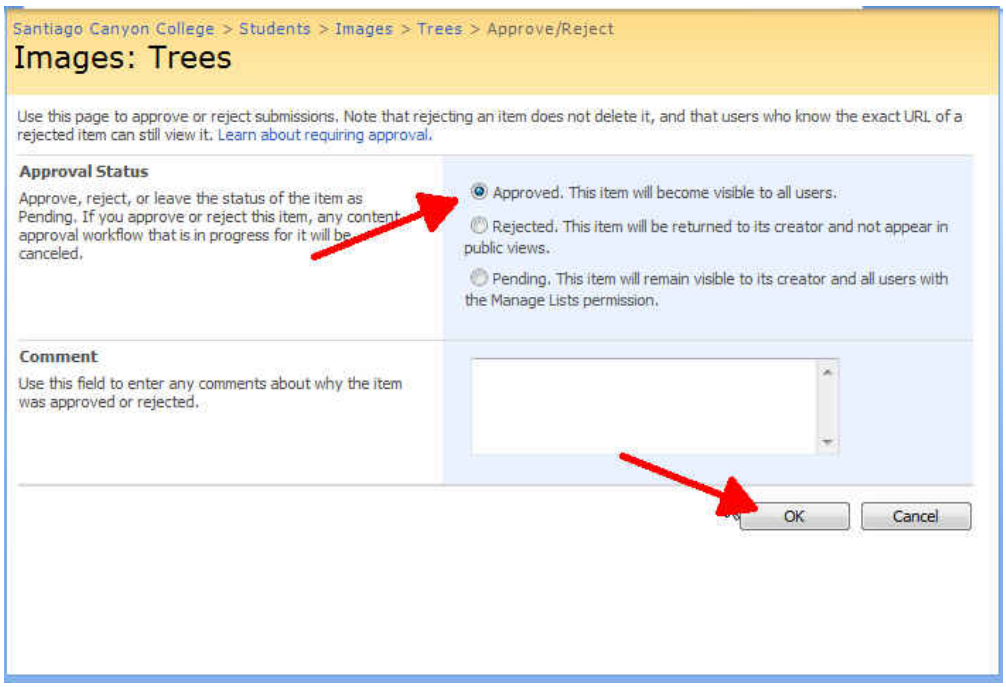
11. Next, try to approve the image. Put your mouse over the image name. Select ***Approve/reject*** in the menu that appears.



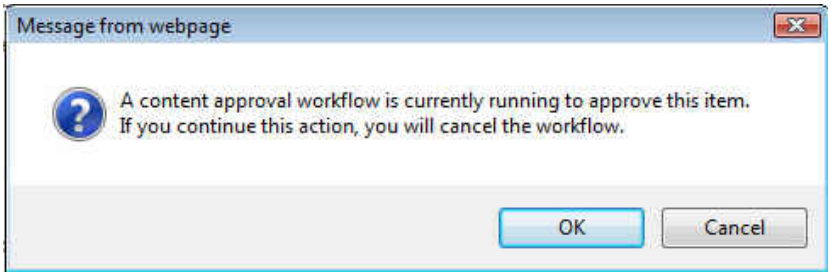
12. If you do not have the necessary permissions, you will get an "Access Denied" error message. If you have the necessary permissions, you will be able to approve the new image. In this training lesson you should have the necessary permissions, so an Approve/Reject page will display as shown below.

13. On the **Approve/Reject** page, select ***Approved. This item will become visible to all users.*** and then click on the ***OK*** button.

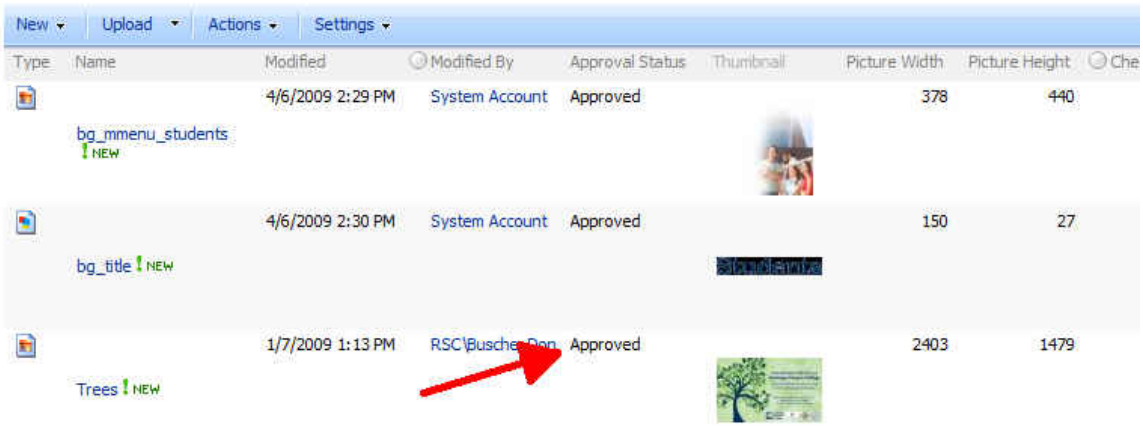
    Note: It is not necessary to put any comments in the ***Comment*** *field during*


Santiago Canyon College > Students > Images > Trees > Approve/Reject
Images: Trees
Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. Learn about requiring approval.
Approval Status
Approve, reject, or leave the status of the item as Pending. If you approve or reject this item, any content approval workflow that is in progress for it will be canceled.
Approved. This item will become visible to all users.
Rejected. This item will be returned to its creator and not appear in public views.
Pending. This item will remain visible to its creator and all users with the Manage Lists permission.
Comment
Use this field to enter any comments about why the item was approved or rejected.
OK
Cancel

14. When prompted about the content approval running, click on the ***OK*** button to continue.


Message from webpage
A content approval workflow is currently running to approve this item.
If you continue this action, you will cancel the workflow.
OK
Cancel

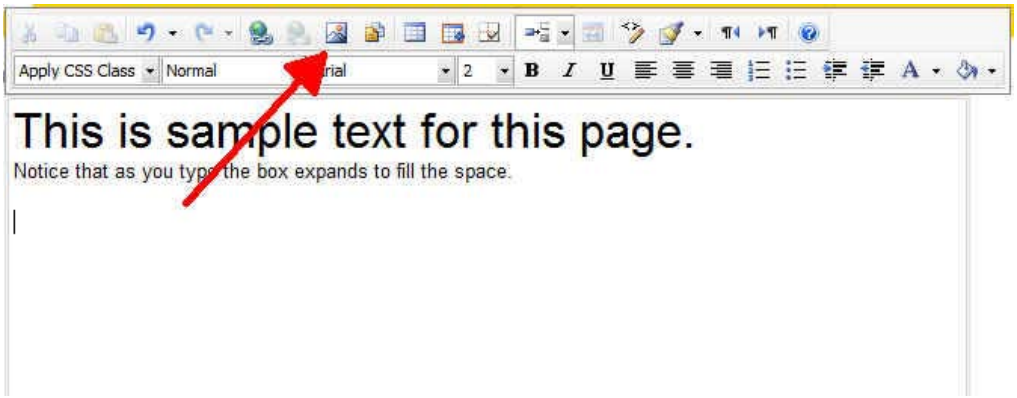
15. The image is now uploaded, checked-in, and approved.



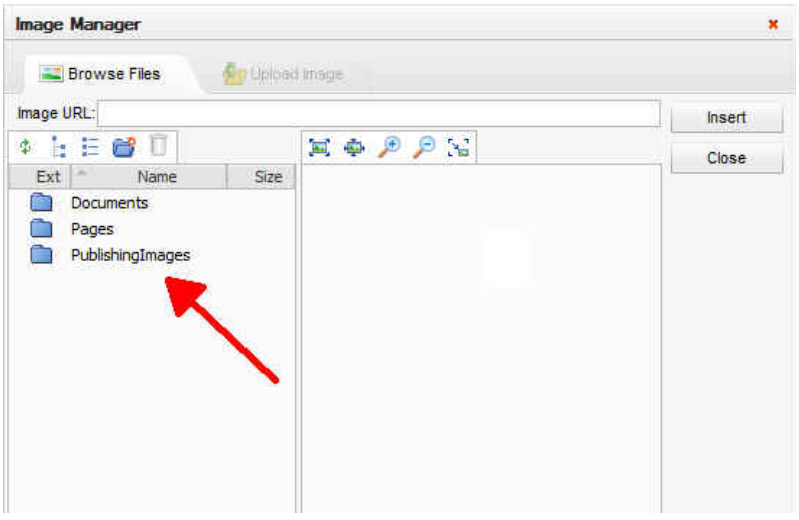
Ve

Adding an Image to Your Page

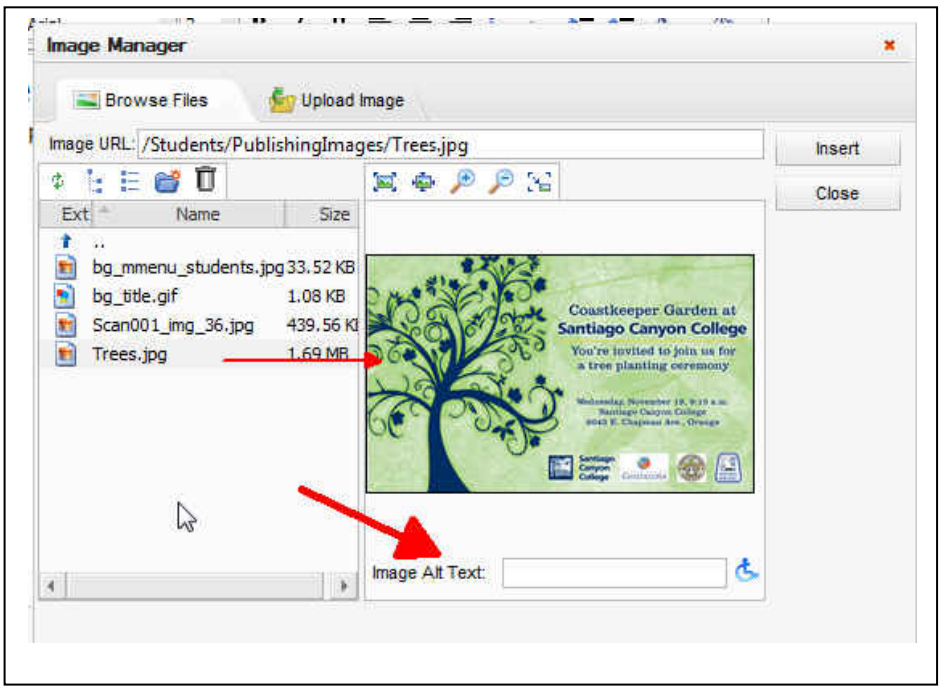
1. Return to the training page you created:
    a. Click **Sites Actions menu**.
    b. Select **View all Site Content** option.
    c. Click the **Pages** folder icon to display a list of the pages in this folder.
    d. Click the name of the page you are creating (Sample new page in this training session) to display the page.
2. Click on **Edit Page** in the **Page Editing Toolbar** to return to the page editing mode.
3. Click an insertion point after the last sentence in the **Edit Content** area and press **Enter** twice.
4. Click the **Insert Image icon** on the **Page Editing Toolbar**.



5. The **Image Manager** window will appear. Double click the **PublishingImages** folder icon the left window to display a listing of your published images.



6. Click the name of the image you wish to use. An image of the graphic will display in the area to the right of the image names as shown below. Notice that the path to the image is shown in the **Image URL**: textbox.



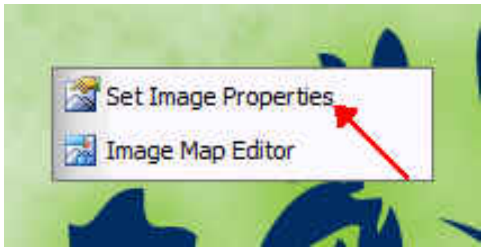
7. Click in the Image **Alt Text box** and key a short description of the image.

8. Click **Insert**. Your page will display with the image placed on it.

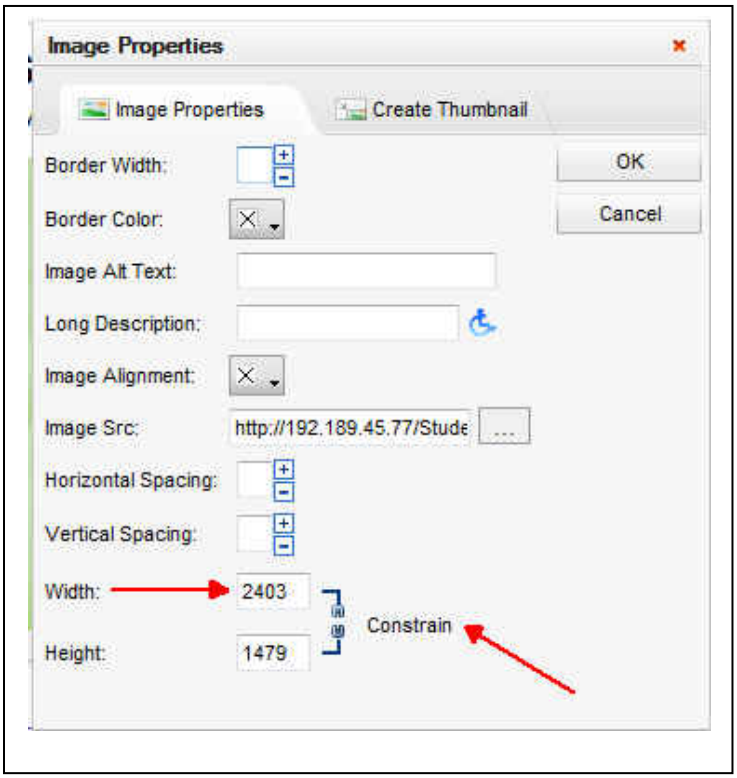
   Note: The image will display at the size it was when it was saved. You can now adjust the size.

9. To adjust the size of the image:

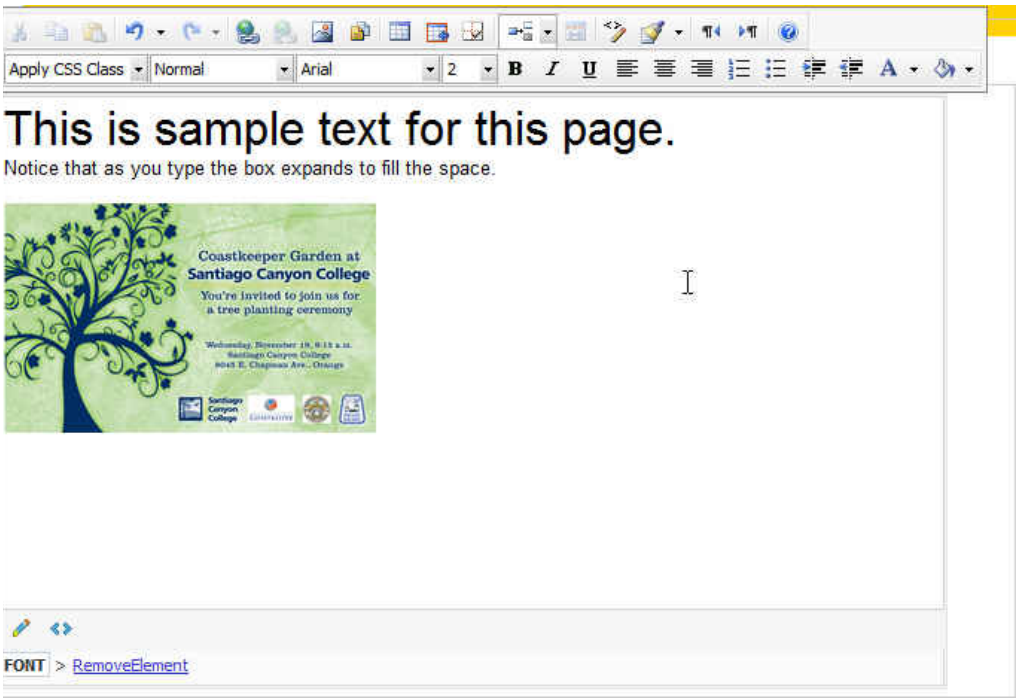
   a. Click the graphic to display the popup menu and select **Set Image Properties**.



   b. Click Specify Size if you wish to use the image in a size other the size as it was saved. If you select this option, indicate the size (in pixels) for the width and height or enter one dimension and click **Constrain**, then click **OK.**

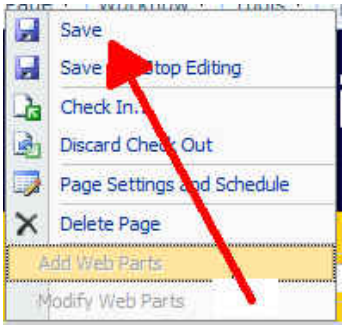


10. Your image now appears on your page.


Apply CSS Class
Normal
Arial
2
This is sample text for this page.
Notice that as you type the box expands to fill the space.
Coastkeeper Garden at
Santiago Canyon College
You're invited to join us for
a tree planting ceremony
FONT > RemoveElement

Saving and Viewing a Page

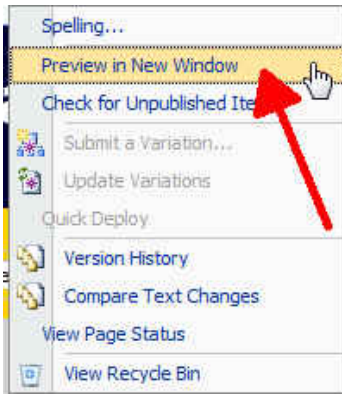
1. Click on the **Page** menu in the **Page Editing Toolbar** and select the ***Save***.



2. Do the following to preview your page in a browser window.

   a. Select ***Preview in New Window*** from the **Tools** menu located in the **Page Editing Toolbar**.

   Note: Ensure that any "pop-up blockers" are not preventing the new window from opening.



   b. After previewing, close the preview window and return back to your page which is still in Edit Page mode.

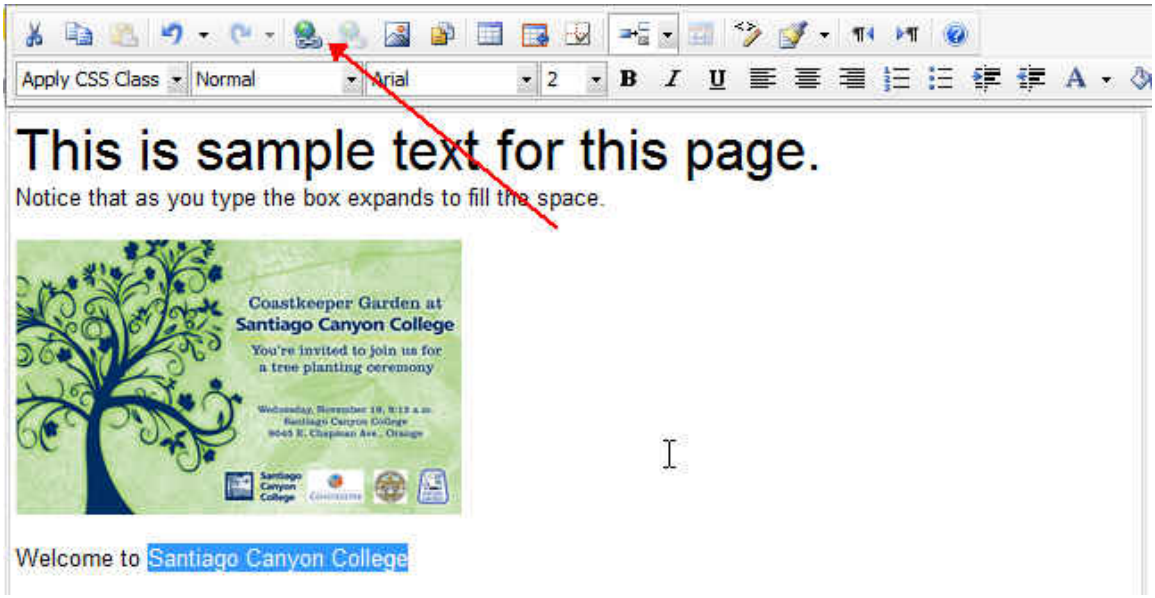
Adding a Link to Your Page

1. Display your training page if it is not displayed.
2. Click an insertion point and press **Enter** twice.
3. Key the following text:

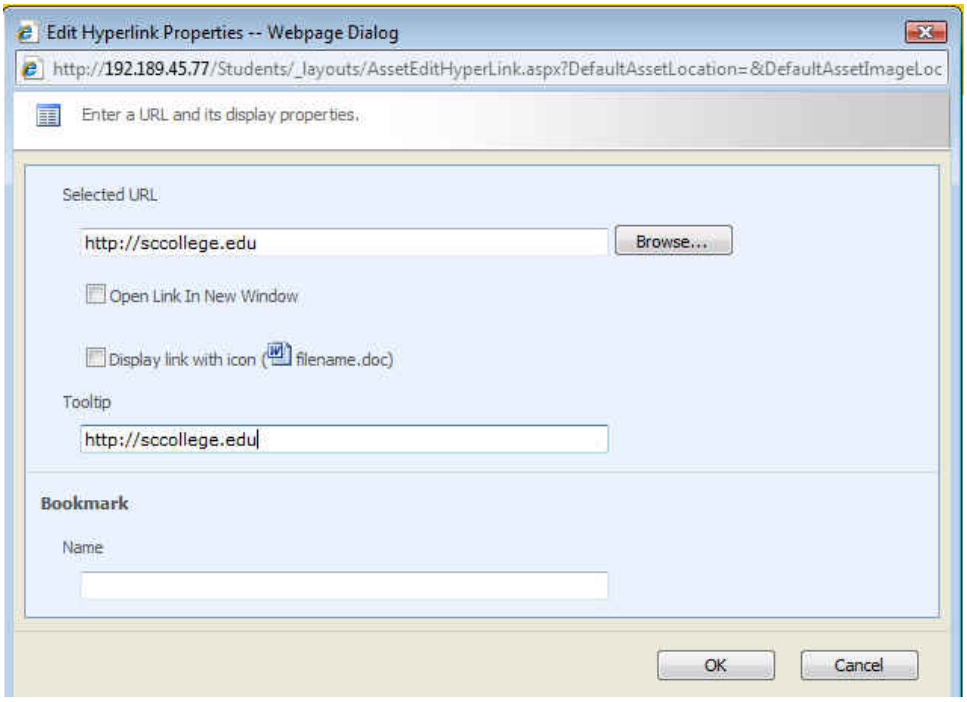
   Welcome to Santiago Canyon College

4. Highlight the words "**Santiago Canyon College**."

5. Click the **Link Manager** icon on the HMTL Editor toolbar.

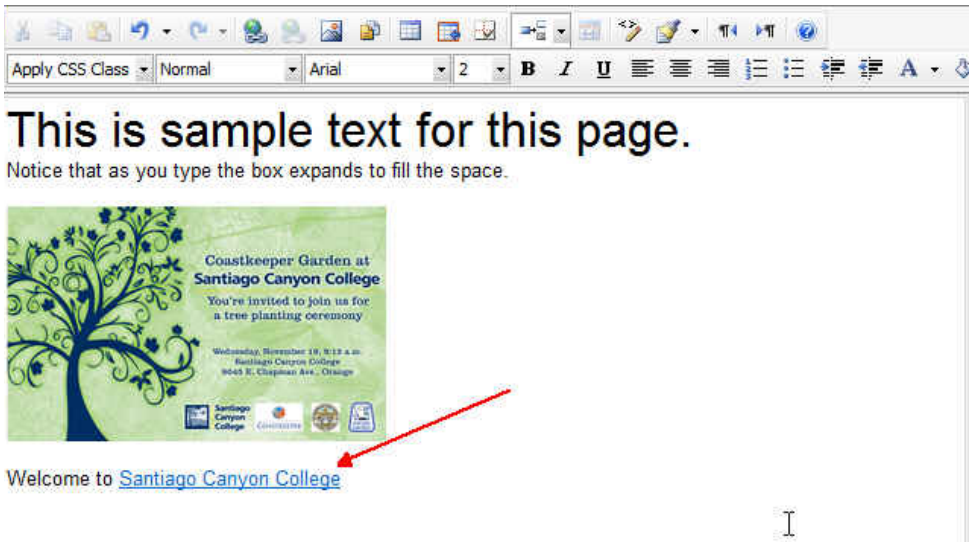

Apply CSS Class
Normal
Arial
2
This is sample text for this page.
Notice that as you type the box expands to fill the space.
Coastkeeper Garden at
Santiago Canyon College
You're invited to join us for
a tree planting ceremony
Welcome to Santiago Canyon College

6. Complete the **Edit Hyperlink Properties** box by keying the URL and **Tooltip** as shown below the click **OK**.



Note: Use the Browse button to navigate your website if the link is a page, document, or image on your website.

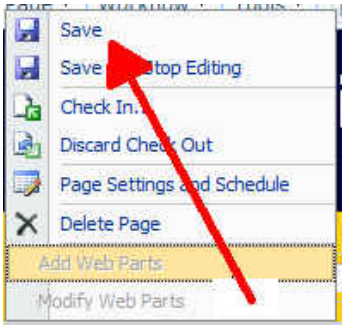
7. Your page is display with the link in blue as shown below.

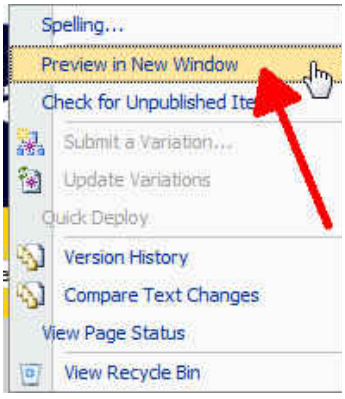

Apply CSS Class
Normal
Arial
2
This is sample text for this page.
Notice that as you type the box expands to fill the space.
Coastkeeper Garden at
Santiago Canyon College
You're invited to join us for
a tree planting ceremony
Welcome to Santiago Canyon College

8. Save the page and test the hyperlink:

   a. Click the **Page** menu on the **Page Editing Toolbar** and select **Save**

   b. Click the **Tools** menu on the **Page Editing Toolbar** and select **Preview in New Window.**



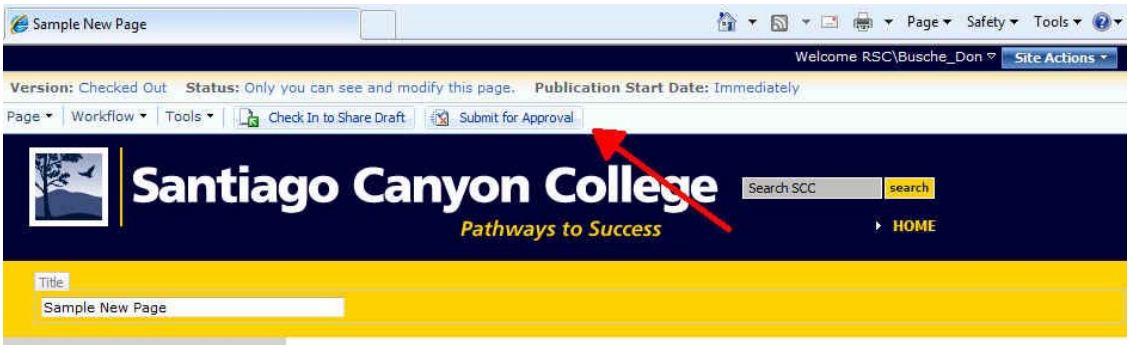


9. After previewing the page, close the preview window and return to your page, which is still in Edit Page mode.

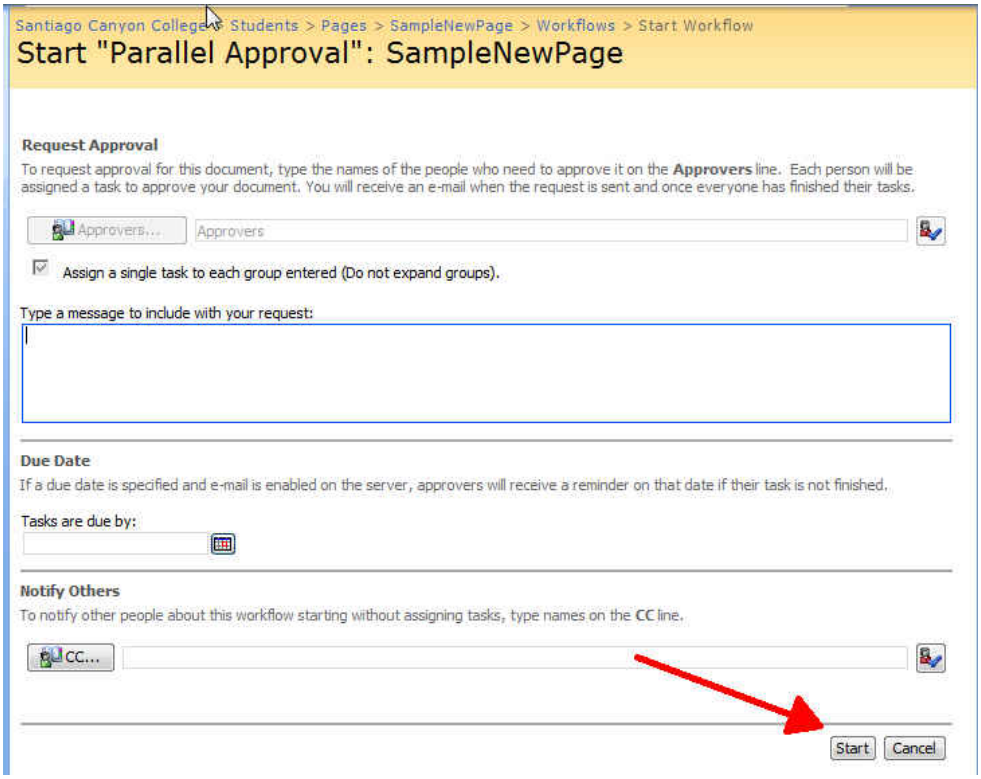
Publishing a Page

A page must be approved before it can be viewed by others.

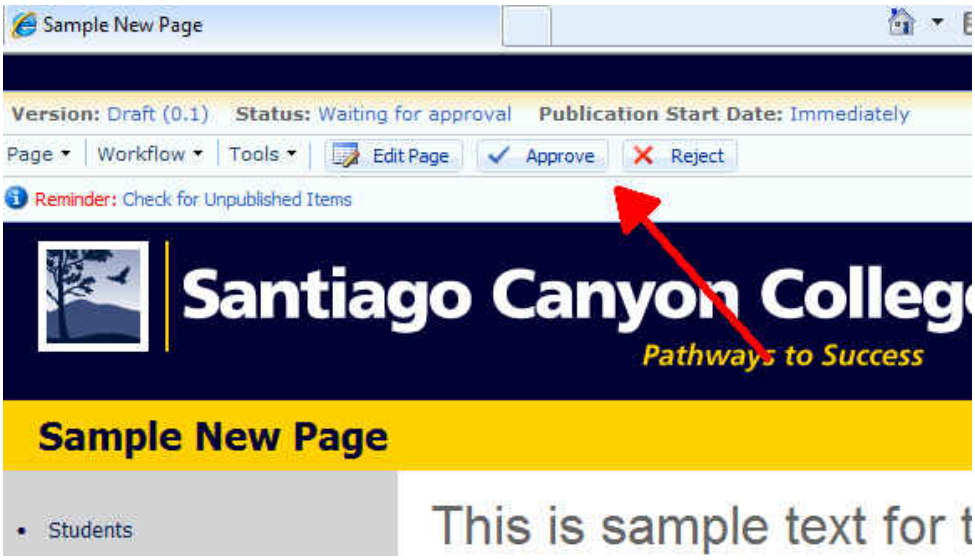
1. Click on the ***Submit for Approval*** button in the **Page Editing Toolbar**.



2. On the **Start Parallel Approval** page, click on the ***Start*** button.

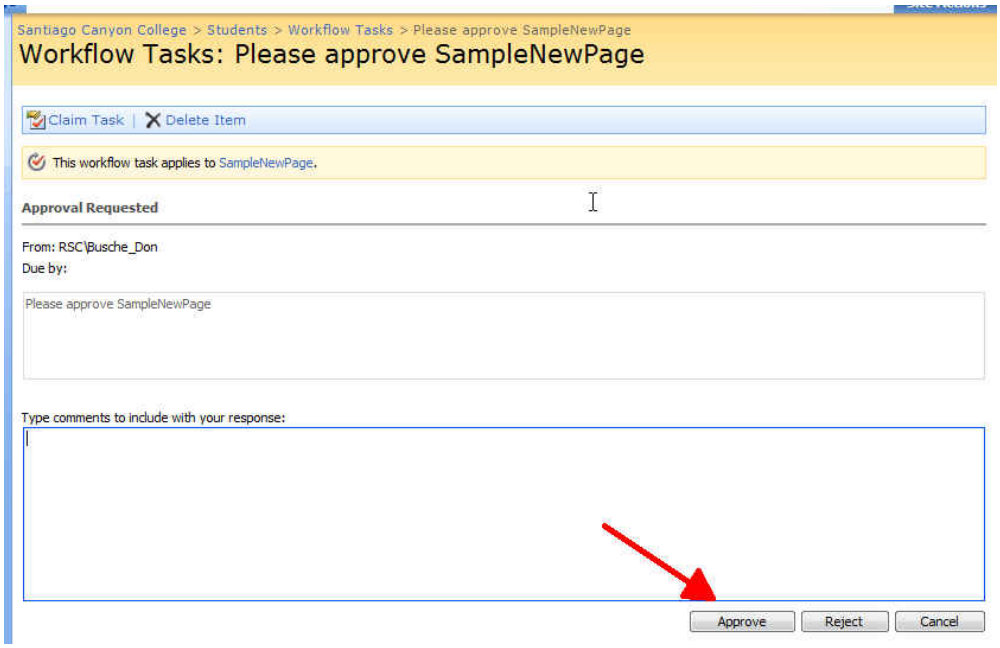

Santiago Canyon College > Students > Pages > SampleNewPage > Workflows > Start Workflow
Start "Parallel Approval": SampleNewPage
Request Approval
To request approval for this document, type the names of the people who need to approve it on the Approvers line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.
Approvers...
Approvers
Assign a single task to each group entered (Do not expand groups).
Type a message to include with your request:
Due Date
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.
Tasks are due by:
Notify Others
To notify other people about this workflow starting without assigning tasks, type names on the CC line.
CC...
Start
Cancel

After clicking **Start,** you will be redirected to your Page. Note that ***Approve*** and ***Reject*** buttons appear in the **Page Editing Toolbar**.


Sample New Page
Version: Draft (0.1) Status: Waiting for approval Publication Start Date: Immediately
Page Workflow Tools Edit Page Approve Reject
Reminder: Check for Unpublished Items
Santiago Canyon Colleg
Pathways to Success
Sample New Page
Students
This is sample text for t

3. Click on the ***Approve*** button.

The Workflow Tasks window will display as shown below.



4. Click **Approve**.

5. Your page is now published and ready for the world to see! You can verify this by selecting to the ***Show Page Editing Toolbar*** from the **Site Actions** menu and then look at the status of the page.